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MEMORANDUM FOR: Deputy Director (Support)

ATTENTION: Executive Assistant to the Deputy Director (Support)

SUBJECT: Proposed Regulation []
Fitness Report

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1. The Office of the General Counsel has drawn our attention to the fact that paragraph 6. of present Regulation [] Fitness Report, refers to [] General Separation Actions. It was pointed out that this regulation was rescinded 8 June 1959, and that the last sentence of paragraph 6. of subject regulation should also be rescinded.

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2. We have reviewed the regulation and find that no useful purpose would be served by republication after deletion of a single sentence. The regulation and Handbook [] are both out-of-date since the adoption by the Agency of the new Fitness Report on 1 January 1959.

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3. It is planned that policy and procedures concerning the preparation and submission of Fitness Reports will be included in a regulation and handbook on Management of Personnel. However, it will be some time before these issuances can be completed, coordinated and published. In view of this, it seems necessary and desirable to have a current regulation which authorizes the preparation and submission of Fitness Reports, using Fitness Report Form 45. The Directions for Completing Form 45 which are attached to Form 45, Fitness Report include the policy and procedures, which were established and approved by the Career Council when our new fitness reporting system was inaugurated. These directions refer to []

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4. We recommend that the attached revisions of [] [] be published as soon as possible. Since the attached regulations repeat present Agency policy and procedures which are stated in Directions for Completing Form 45, coordination of these issuances ~~is~~ not necessary.
should be

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GORDON M. STEWART
Director of Personnel

Attachments:

Proposed []
Proposed []

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